

#### CLAUSE H-48 – TASK ORDERING PROCEDURE (August 2002)

Performance under this subcontract is subject to the following ordering procedure.

- (a) Within the cost limitations specified in this subcontract, the subcontractor shall incur costs under this subcontract in the performance of approved task orders and task order modifications issued in accordance with this ordering procedure. No other costs are authorized without the express written consent of the Subcontracting Officer.
- (b) From time to time during the term of this subcontract, the Subcontracting Officer will issue task proposal requests in writing to the subcontractor, providing specific information on work to be performed within the scope of the subcontract. Each task proposal request will indicate the objectives or results desired. Each task proposal request shall require the subcontractor to acknowledge receipt and submit its task order proposal to the Subcontracting Officer within five calendar days after receipt. If the subcontractor cannot comply with a task order requirement, the subcontractor shall indicate in its proposal the changes required prior to acceptance. Any differences must be resolved between the parties and the order modified to reflect the final agreement. Upon receipt of the subcontractor's task proposal, the Subcontracting Officer will negotiate the task order terms with the subcontractor and following the subcontractor's acknowledgment of the agreement, issue the task order.
- (1) Unless otherwise directed by the Subcontracting Officer, the Subcontractor shall submit the following information in its task order proposal:
  - (i) Discussion of the technical approach for performing the work.
  - (ii) Estimated date of commencement of work, and any changes proposed to the schedule of performance.
  - (iii) Productive work hours, both straight time and overtime (if authorized), on a monthly basis by applicable labor category, and the total productive work hours, including those in (2)(b)(iv)(B) of this clause, estimated to complete the task.
  - (iv) The total estimated cost and fee, where appropriate, for completion of the task order, including:
    - (A) The travel and material estimates.
    - (B) An estimate for subcontractors and consultants
    - (C) Estimated computer use time required, if applicable.
    - (D) Other pertinent information, such as indirect costs and inter-divisional transfers.
    - (E) Proposed fee to be assigned to the task order, including proposed distribution of fee for achievement of specific milestones.
- (2) Task orders will contain, as a minimum, the following information:
  - (i) Signature of the Subcontracting Officer.
  - (ii) Subcontract number, order number, and date.
  - (iii) Description of work.
  - (iv) Maximum dollar amount authorized (cost and fee or price)
  - (v) Other resources authorized.
  - (vi) Documentation requirements, as appropriate.
  - (vii) Delivery/performance schedule.
  - (viii) Quality assurance standards, as appropriate.
  - (ix) Any other necessary information.
  - (x) Fixed fee.
- (c) Each task order shall specify a total cost limitation. Notwithstanding the Limitation of Funds clause, the subcontractor shall not exceed the authorized cost set forth in each individual task order.